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STAFF REPORT

BOARD MEETING DATE: 02/24/2015

DATE: 01/28/2015

TO: Board of County Commissioners

FROM: Steve Tuttle, Administrator, Reno Justice Court
325-6543, stuttle@washoecounty.us

THROUGH: David Clifton, Administrative Judge and Joey Orduna Hastings, Assistant County Manager

SUBJECT: Request the Board of County Commissioners approve Reno Justice Court's reorganization plan, which includes reclassifying eleven (11) positions for an estimated annual cost of \$3,942; direct the Department of Human Resources to make all necessary changes. (All Commission Districts)

SUMMARY

This Board item is being submitted to request the Washoe County Board of Commissioners approve Reno Justice Court's reorganization plan, which includes a number of personnel actions.

Washoe County's Strategic Objective supported by this item: Supporting development of the regional economy and jobs.

Reno Justice Court's Strategic Objective supported by this item: Implement a sustainable organizational structure that can quickly adjust to technological advances and changing economic circumstances.

PREVIOUS ACTION

Over the past five (5) years, the Board of County Commissioners has approved four (4) position reclassification requests for Reno Justice Court. These actions allowed the Court to realign its resources to improve accessibility and services to the general public.

The following are summaries of the four (4) Board items:

December 2009: Recommend the Board of County Commissioners increase Reno Justice Court's staffing level by three full-time employees to be funded from the Court's two-year

AGENDA ITEM # 6 H

Administrative Assessment fund.

June 2012: Request the Board of County Commissioners acknowledge Reno Justice Court’s reorganization that includes the creation of a Bailiff and Judge’s Secretary and reclassifies three existing positions; annual estimated cost increase of \$144,260 to be funded by “aged” Administrative Assessments.

October 2012: Request the Board of County Commissioners acknowledge Reno Justice Court’s reorganization/succession strategy, which includes the reclassification of seven existing positions, estimated cost of \$45,200/year; and the temporary out-of-class pay for five positions, estimated cost of \$18,000/year; all to be funded with Administrative Assessments through FY13/14 and, if resources are available, considered General Fund support thereafter.

June 2013: Request the Board of County Commissioners support Reno Justice Court’s reorganization strategy that includes reclassifying three existing positions for an annual cost savings to the General Fund of \$1,111

BACKGROUND

Reno Justice Court is one of the busiest limited jurisdiction courts in the State. It is currently staffed by 40.5 highly trained professionals, with 4.5 vacant positions. Reno Justice Court staff process over 40,000 cases per year. When fully staffed, Reno Justice Court operates with a staff-to-judge ratio of 7.5 FTE for every one judge; this is compared to a statewide average of 15.5 FTE for every one judge for similar sized, limited jurisdiction courts. On average, a single staff member at Reno Justice Court processes almost 900 cases per year, whereas the statewide average for comparable courts and/or staff is 750 cases per year.

Not only is Reno Justice Court very efficient with processing its own daily workload, but it also lends support to the other limited jurisdiction courts within the County. On average, Reno Justice Court staff spends more than sixty (60) hours per month providing case management instructions, financial balancing services and technology maintenance and advancement support to the other limited jurisdiction courts.

In order to maintain its current efficiencies and expand services, especially in the courtroom, Reno Justice Court proposes the following personnel actions:

Position #	Current Title	Current Pay grade	Top hourly	Requested Title	Requested Pay grade	Top hourly	Annual Fiscal Impact Base top of range	Annual Fiscal Impact with addl. PERS and Medicare	Notes
70000351	Court Clerk II	J157	30.59	Court Clerk I	J130	28.32	-4,722	-6,006	
70000139	Court Clerk II	J157	30.59	Court Clerk I	J130	28.32	-4,722	-6,006	
70000345	Interpreter/Clerk	J135	26.21	Deputy Clerk II	J110	23.96	-4,680	-5,953	
70000331	Deputy Clerk II	J110	23.96	Court Info Tech Technician II	JTBD	23.96	0	0	Position Title Change
70000374	Court Clerk III	J175	33.05	Supervising Clerk III	J178	35.65	5,408	6,879	Effective Date: January 5, 2015

70000325	Deputy Clerk II	J110	23.96	Deputy Clerk III	J120	25.28	2,746	3,492	
70000332	Deputy Clerk II	J110	23.96	Court Clerk I	J130	28.32	9,069	11,536	
70000377	Tech Project Coordinator	J187	45.01	Justice Court Tech Manager	J187	45.01	0	0	Position Title Change
70000364	Supervising Clerk III	J178	35.65	Justice Court Div. Supervisor	J178	35.65	0	0	Position Title Change
70000365	Supervising Clerk III	J178	35.65	Justice Court Div. Supervisor	J178	35.65	0	0	Position Title Change
70000374	Supervising Clerk III	J178	35.65	Justice Court Div. Supervisor	J178	35.65	0	0	Position Title Change
								3,942	

FISCAL IMPACT

The overall estimated fiscal impact to the general fund budget, including increases in PERS and Medicare, is \$3,942.

RECOMMENDATION

It is recommended the Board of County Commissioners approve Reno Justice Court’s reorganization plan, which includes reclassifying eleven (11) positions for an estimated annual cost of \$3,942; direct the Department of Human Resources to make all necessary changes.

POSSIBLE MOTION

Should the Board agree with staff’s recommendation, a possible motion would be to the approve Reno Justice Court’s reorganization plan, which includes reclassifying eleven (11) positions for an estimated annual cost of \$3,942; direct the Department of Human Resources to make all necessary changes.